

# Policy and guidance for **Distance Learning** and **Blended Learning**

approaches during the COVID-19  
period

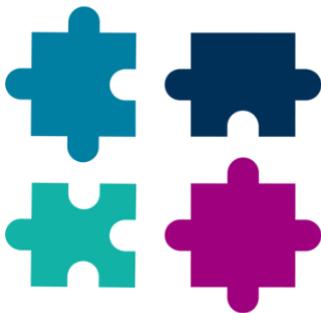




## Rise Academy guidance for Distance Learning and Blended Learning approaches during the COVID-19 period

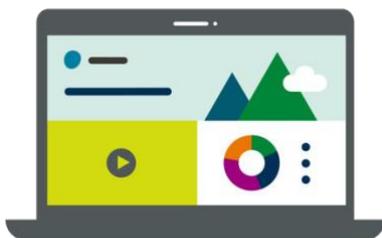
As we all become more accustomed to working with the restrictions and obstacles placed on us by coronavirus, we thought it would be helpful to issue some guidance to consider when deciding on our approach to delivering qualifications.

First, some terminology:



**Blended Learning** is defined as follows:

Blended learning is a formal approach to education that creates an integrated learning environment where face-to-face and online teaching and learning become complementary, with the purpose of giving learners a more diverse and engaging learning experience.



**Distance Learning** is defined as follows:

Learners recruited and enrolled online and study independently using virtual learning environments - for example via online courses, posted resources, and telephone support.

Please note that Rise Academy will not be delivering any qualifications through a distance learning method.

Teaching and assessment guidance





**Distance Assessment** is a method of assessment where the assessment is designed to be carried out remotely. Distance Assessment enables learners to be assessed even if they are in situations/settings where traditional methods of assessment may be difficult or impossible to operate.

There are scenarios where distance assessment will not be possible and not appropriate where:

- Practical skills and/or interaction with individuals/equipment need to be demonstrated and assessed in person
- There are group work situations/units where collaboration with others is required
- There is a requirement for learners to be overseen in person by centre staff at a specific physical location, under controlled conditions, including externally set and marked examinations and controlled tasks.

Where we decide to adopt **distance assessment** as part of a blended learning approach, we will have carefully considered the points below:

- We have policies, processes and structures that reflect blended learning and distance assessment models of assessment
- Teaching/delivery staff are timetabled to support blended learning when learners are working remotely
- We have a process to manage feedback on assignments, and questions are constructively supported, and feedback is provided in a timely manner, if not in the classroom environment
- The setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear where possible
- We have provided staff training and implemented measures to prevent and detect any instances of malpractice which may arise due to the different delivery/assessment methods chosen
- When learners submit work, we can provide evidence to ensure that the work is authentic and has been completed by the learner
- Learners are fully aware of the need to ensure they avoid any forms of malpractice (for example plagiarism) and the consequences should they commit it.

## Teaching and assessment guidance





## Blended Learning Policy

### Aims:

1. To ensure that blended learning delivery meets the guidelines set by the awarding organisation.
2. To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

### In order to do this the centre will:

- Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely
- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner
- Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear
- Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner
- Maintain and store securely all assessment and internal verification records in accordance with awarding organisation Centre Agreement.

Head of School signature.....

Date.....

Date of policy review.....

